



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## FINANCE COMMITTEE

Raymond Lisiecki, Chairman  
David Aznavoorian, Vice Chair  
Rob Kocsmiersky, Clerk  
Thomas L. Cooke  
Paul McDermott  
Ronald Hall

### Meeting Minutes April 21, 2016

#### 1) Call to Order

The meeting was called to order by David Aznavoorian, Vice Chairman, at 7:00 p.m. at the Town Hall. Present at the meeting were Ray Lisiecki, Tom Cooke, Paul McDermott, Ronald Hall, and Rob Kocsmiersky. Also in attendance was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

#### 2) Town Manager and Finance Director Reports

##### Annual and Special Town Meeting Warrant Article Review

Mr. Montuori briefly reviewed the following warrant articles:

##### Annual Town Meeting

##### Article 7

Mr. Montuori explained that funds are available from bond proceeds after a bond issue from the last few years. Funds are required to be appropriated to reduce the debt. This will likely be an annual item going forward.

Ms. Kucala noted that the bond funds were for the high school and explained that she has a schedule she provides to the State each year where the funds came from.

##### Article 8

Mr. Montuori explained that the town was reimbursed two projects: Strong water Brook Hazard Mitigation Project (fund 3228) and River Road Storm Damage (fund 3309). The funds have already been received.

## **Article 10**

Mr. Montuori explained that this account was originally set up incorrectly and was previously used for the “Go Kits”. Ms. Kucala worked with the Board of Health Director on the creation of the fund. The article seeks to authorize the Tewksbury Health Department/Board of Health to amend an existing self-sufficient fund to account for FY2017 revenues and expenditures related to vaccines and medical related reimbursements.

## **Article 12**

Mr. Montuori explained that Article 12 seeks to increase the Council on Aging revolving fund limit from \$50,000 to \$150,000 and noted that the increase is necessary as there has been an increase in revenues to an increase in the programs offered as well as the products sold in the shops.

Mr. Hall noted that \$150,000 seems rather high and feels that \$100,000 would be sufficient. Mr. Montuori explained that they have been expanding the programs and items sold in the shops at the center.

## **Article 20**

Mr. Montuori explained that a study of Long Pond was conducted and it was determined that the water quality is very poor. The funds would be utilized to help mitigate some of the problems at the pond as well as investigate remedies for the long term health of the pond.

## **Articles 25-31**

Mr. Montuori noted that Articles 25 – 31 are Zoning Articles.

## **Article 30**

Mr. Lisiecki asked if the water and sewer infrastructure can handle this and Mr. Montuori noted that it is known that sewer in the area is a problem. Mr. Lisiecki expressed concerns with changing the definition to something that will because more draw on the service; essentially the town is providing an upgrade for the developer. Mr. Montuori noted that nothing has been collected for mitigation since Hanover. The developer’s arguments have been that the proposals are for townhouses and apartments and have less of an impact on resources, less children, etc.

## **Article 32**

Mr. Montuori explained that this is a general bylaw amendment and eliminates the time in which Town meeting starts, on the first Monday in May, and allow the Board of Selectmen to choose the time.

### **Article 33**

Mr. Montuori explained that Article 33 would delete the need for secret ballot for personnel bylaw changes at town meeting.

Mr. Lisiecki noted that he is not opposed to the secret ballot.

Mr. Hall noted that this was discussed during the Charter review process and it was the consensus to keep secret ballot.

### **Article 34**

Mr. Montuori explained that Article 34 would allow for the transfer of a parcel of land to be used for affordable housing purposes. The parcel is located at 1057 South Street and is approximately 2.86 acres in size. The property will be sold through the public procurement process.

Mr. Lisiecki noted that 2.86 of usable acres is a lot of land. Mr. Montuori noted that it would likely be 4-6 units.

### **Special Town Meeting**

#### **Article 1**

Transfer funds from accounts with projected surplus to accounts with projected deficits or to accounts to allow for the purchase of needed items or services.

Discussion took place on the health insurance figures being a projection each year.

Mr. Montuori noted that there is a deficit in School unemployment of \$22,000.

Mr. Hall asked if the new rates with the electric company will reduce the utility costs and Mr. Montuori explained that it will not as it is only for residential and commercial.

#### **Article 2**

Mr. Montuori explained seeks to transfer funds from the stabilization fund to replace a 1986 ladder truck for the fire department.

Mr. Hall asked if there is a delivery schedule for the new truck and Mr. Montuori explained that September or October of this year and that they are in the process of building the truck now; any items can be added.

Mr. Lisiecki inquired about the warranty and asked if it is possible to purchase an extended warranty and Mr. Montuori noted that he will look into this.

Mr. Kocsmiersky asked what the life expectancy of the trucks are and Mr. Montuori noted approximately 20-25 years.

### **Article 3**

Mr. Montuori explained that Article 3 seeks to transfer an additional \$160,000 from certified free cash to snow and ice. \$600,000 has been set aside from free cash for snow and ice.

Mr. Lisiecki asked if the salt shed has been refilled and Mr. Montuori noted that it has not. Ms. Kucala noted that there are also a few late bills.

### **Article 4**

Mr. Montuori explained that Article 4 seeks to use certified free cash to fund certain items, including: new phone system, Ella Fleming School Repairs, Ford 550 dump truck, sander, and new command vehicle. Mr. Montuori explained that CPA funds were appropriated by the CPC for the Ella Fleming School repairs. However, when the project went to bid in the fall, the bids came in higher than projected. The project again went out to bid in the winter. The bids did come in lower, but did not include the windows. This will cover new windows.

Mr. Lisiecki asked why CPA funds are not being requested again and Mr. Montuori explained that they missed the deadline to submit an application to the CPC.

Mr. Kocsmiersky asked what the building is used for and Mr. Montuori explained that it is historical and currently used for storage.

Mr. Hall asked why video replay was not done when the building was constructed and Mr. Montuori noted that they have been told that something was missing. Mr. Hall requested additional information on this.

Mr. Lisiecki noted that the recreation center is run by the school department and asked if there are any plans to renovate that building and Mr. Montuori noted not as of yet. Discussion took place on the history of the recreation center and the poor condition the building.

### **Article 5**

Mr. Montuori explained that Article 5 seeks to use \$40,000 from free cash to fund a visioning workshop and session for residents to set goals for the town's future. Mr. Mr. Montuori noted that timing is important as sports, vacations will reach other to other communities who have done this and to see how they have addressed this.

Mr. Lisiecki suggested holding a contest with the schools for essays on the student's visions for Tewksbury and offer a prize.

Mr. Montuori noted that typically the same group of people get involved. The hope is that this will reach out to other groups currently not engaged. Mr. Montuori will provide additional information

## **Article 9**

Mr. Montuori explained that Article 9 seeks to transfer funds received from an insurance claim for roof and gutter replacement as the result of damage from winter 2015.

Mr. Hall asked when the police station was constructed and Mr. Montuori noted 1998. Mr. Hall suggested having this roof looked at as well. Mr. Montuori will look into this.

## **Article 11**

Mr. Montuori explained Article 11 seeks to transfer \$553,000 from water enterprise fund retained earnings to fund certain projects, including: hydrant replacement program, water main repair and replacement, water distribution master plan, and repair vacuum. It was noted that this would typically be an annual town meeting article, but some work needs to be done immediately.

## **Article 17**

Mr. Montuori explained that Article 17 seeks \$38,000 from the Community Preservation Fund Open Space Reserve for the completion of the Wamesit Indian Park Landscape project. Mr. Montuori explained that the project went to bid the bids came in higher than projected; \$90,000 had been allocated and the lowest bid came in at approximately \$120,000. The contractor agreed to hold the price until May 30, 2016.

## **Lateral Transfer Requests**

<b>No.</b>	<b>Amount</b>	<b>From</b>	<b>To</b>	<b>Reason</b>
46	\$5,000	Fleet fuel	Machinery Equipment Maintenance	To cover expenses

**MOTION:** Mr. Aznavoorian made the motion to approve Lateral Transfer No. 46 in the amount of \$5,000; seconded by Mr. Hall and the motion carried 5-0.

### **3) Finance Committee Member Matters of Interest (as applicable)**

None.

### **4) Committee Member Report (as applicable)**

None.

**5) Approval of Meeting Minutes – March 3, 2016**

**MOTION:** Mr. Aznavoorian made the motion to approve the March 3, 2016 meeting minutes; seconded by Mr. Kocsmiersky and the motion carried 4-0-1. Mr. Hall did not take part in this vote as he was not present at the March 3, 2016 meeting.

**6) Approval of Payment of Recording Secretary and Time sheet**

None.

**8) Future Proposed Meeting Dates (subject to change)**

Wednesday, April 27, 2016 at 7:00 p.m. at the Town Hall.

**Adjourn.**

**MOTION:** Mr. Hall made the motion to adjourn at 8:35 p.m.; seconded by Mr. Aznavoorian and the motion carried 5-0.

**Approved: June 29, 2016**

**Documents Presented and/or Discussed  
April 21, 2016**

- 1) May 2, 2016 Annual Town Meeting Warrant Articles  
A copy can be found with the Town Manager
- 2) May 4, 2016 Special Town Meeting Warrant Articles  
A copy can be found with the Town Manager
- 3) Lateral Transfer No. 46  
A copy can be found with the Finance Department
- 4) Meeting Minutes – March 3, 2016  
A copy can be found with the Town Clerk's Office or Town Manager